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Cc: CN=Peg Lane/OU=R10/O=USEPA/C=US@EPA;CN=Tami Fordham/OU=R10/O=USEPA/C=US@EPA[]; N=Tami Fordham/OU=R10/O=USEPA/C=US@EPA[]
From: CN=Richard Parkin/OU=R10/O=USEPA/C=US
Sent: Wed 7/27/2011 8:41:57 PM
Subject: Travel Assistance to the Bristol Bay Intergovernmental Technical Team meeting on August 9 and 10, 2011
[EPA Invitational Traveler ID Form.pdf](#)
(embedded image)

I have spoken with most of you about the upcoming Bristol Bay Meeting that EPA has invited you to attend in Anchorage on August 9 and 10, 2011. We have decided to assist those of you who live outside of Anchorage with your travel costs. Arranging invitational travel is a lengthy process for us so we need to start right away. I have arranged for a small pot of money that I think will pay for your flight and hotel expenses. The meeting will be at the Inlet Tower Hotel and we ask those of you who need to stay in a hotel to stay there. We have a block of rooms set aside.

I am asking that you pay for your plane tickets and hotel room and we will reimburse you.

It is very important that we receive certain information from you as soon as possible. I have attached an EPA Traveler Form that must be filled out and returned to me by tomorrow (Fax number is 907-271-4324.) We filled out the EPA information on the form. The information that you need to add is:

Last name, first name and middle initial as they are on your ID card;

Address;

Phone number;

Bank information for direct deposit so we can reimburse you:

Routing Number and Account Number - They can be found on your bank checks.

Financial Institution name, city, state and zip code.

Please remember to sign and date the form.

Also, Please work with Tami Fordham at (907) 271-1484 to arrange for the cost of your flight and the hotel stay as soon as you can but no later than next Monday, August 1, 2011. When you and Tami have determined the amount of travel funds that we will provide you, Peg Lane of our Office (907-271-3206) will prepare your travel authorizations and reservations. She may need to reach you next week.

I am looking forward to this meeting and to seeing all of you. I apologize for rushing you on this but we need to send those forms to our Office in Cincinnati ASAP and I did not know that until today.

Sincerely,

Rick Parkin

U.S. EPA, Region 10

(907) 271-1217